STATE OF UTAH BI-WEEKLY TIME SHEET

Name:						С	y Period En	d Date										
Agency/Org/ Dis	st Number:	-						- -	Dept/C	rg Nan	ne: _							
Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other Code		Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field		
Sat																of completed		
Sun								ļ						Example of completed				
Mon	8.0							<u> </u>				8.0		time sheet for employee working regularly scheduled hours (Five 8-				
Tue ,	8.0									ļ		8-0						
Wed	8.0											8.0	ļ					
Thu	8.0											8.0		_	nour da	ays per week)		
Fri	8.0										8.0		Hour days per week)					
Week 1 Total	40.0		1									40.0						
				1	1	Τ		T	1	T		T	Τ	T				
Sat									ļ	ļ		·	<u> </u>					
Sun										<u> </u>			ļ	ļ	<u> </u>			
Mon	8.0					ļ		_				8.0						
Tue	8.0									<u> </u>		8.0	ļ	ļ				
Wed	8.0					<u> </u>		<u> </u>				8.0	<u> </u>					
Thu	8.0											8.0						
Fri	8.0											8.0						
Week 2 Total	40.0											40.0						
Pay Period Total	80.0											80.0						
Hours worked are By signin Employee Signa Approval: This time sheet	g this time sheet, ature:	weify that the all suppleys	bove reported his says of the	ours worked and mature attine	leave used are	accurate f	or this pa Da Da	y period. te:	018	/01 /01		islon of Final	nce.			For Department Use Only Shift 1 (No. of Hrs) Shift 2 (No. of Hrs) Shift 3 (No. of Hrs)		

F128 7/96

STATE OF UTAH BI-WEEKLY TIME SHEET

Name:	Emp#		Current Pay Period End Date	
Agency/Org/ Dist Number:		Dept/Org Name:		
	·	•		

Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other Code	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field		
Sat			-										Example of completed				
Sun												<u> </u>	time sheet for employee working regularly scheduled hours during a pay period including a holiday (Five 8-hour days per week)				
Mon					8.00						8.0						
Tue	8.00										8.0						
Wed	8.00										8.0						
Thu	8.00										8.0						
Fri	8.00										8.0						
Week 1 Total	32.0				8.0					T. 1. Prov. 1. 17	40-0			er week)			
					l .	1	11		1			1		<u> </u>			
Sat											<u> </u>			<u> </u>			
Sun																	
Mon	8.0										8.0						
Tue	8.0										8.0						
Wed	8.0				•						8.0						
Thu	8.0										8.0						
Fri	8.0										8.0						
Week 2 Total	40.0										40.0						
Pay Period Total	72.0				8.0		 <u> </u>				80-0						

Employee Signature: This time sheet is to be filed in each department. This is a data entry document and is NOT to be submitted to the Division of Finance.

For Department Use Only

Shift 1 _____ (No. of Hrs) Shift 2 ____ (No. of Hrs) Shift 3 ____ (No. of Hrs)

STATE OF UTAH BI-WEEKLY TIME SHEET

Name:		Emp#				·			C	urrent Pa	y Period Er	id Date					
Agency/Org/ D	ist Number:	<u> </u>						Dept/C	org Nar	ne:	····						
					•												
Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other Code		Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field	
Sat	 														<u></u>		
Sun														i	•	e of completed	
Mon	10.0											10.0		time sheet for employee working regularly scheduled hours (Four 10- hour days per week)			
Tue	10.0							1				10.0					
Wed	10.0											10.0					
Thu	10.0				1		•					10.0					
Fri]	11	l	
Week 1 Total	40.0								· · · · · · · · ·			40.0					
						1						ı ————		Т			
Sat		.			ļ												
Sun										<u> </u>							
Mon	10.0									_		10.0					
Tue	10.0											10.0		<u> </u>			
Wed	10.0				·							10.0					
Thu	10.0											10.0					
Fri																	
Week 2 Total	40.0											40.0		<u> </u>			
Pay Period Total	80.0											80.0					
* Hours worked are By signing	defined by Fede g this time sheet, I								porting re	quireme	nts.			7		Can Danadar - Alle - O I	
Employee Signa	ature:	Empla		gnatu	(b)		Date	e:	0/8	,						For Department Use Only Shift 1 (No. of Hrs) Shift 2 (No. of Hrs)	
Approval:	Sto be fled to	elwa	\sim $n_{\rm e}$	nature	day day		Date	e: <u>(</u>	18/	01	Di	Non of Figure				Shift 2 (No. of Hrs) Shift 3 (No. of Hrs)	

STATE OF UTAH BI-WEEKLY TIME SHEET

Name:	Emp #												Current Pay Period End Date							
Agency/Org/ D	ist Number:		·					_	Dept/C	rg Nan	ne:				,					
		•			•	•														
		*	OR CO	omp or	EXCES	: Ho	URS													
Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other Code	:	Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field				
Sat															vample	of completed				
Sun									,					time sheet for employee working regularly						
Mon		2.0			8.0							10.0								
Tue	10.0											10.0								
Wed	10.0											10.0		scheduled hours during a						
Thu	10.0		<u> </u>									10.0			• •	od including a				
Fri														holiday (Four 10-hour						
Week 1 Total	30.0 40.0										days	per week)								
		· · · · · · · · · · · · · · · · · · ·				1								*						
Sat														▋.						
Sun									•											
Mon	10.0					,		ļ				10,0	_							
Tue	10.0							<u> </u>				10.0		<u> </u>						
Wed	10.0			-				<u> </u>				10.0								
Thu	10.0			i i	***			<u> </u>				10.0								
Fri														<u> </u>						
Week 2 Total	40.0											40.0								
Pay Period Total	70.0	2.0	w For further	clarification S	8.0	J filles	IOCEI S	time re	inodina te	numemer	nts	80.0								
		I verify that the abo					this pay	period.		-				7		For Department Use Only				
Employee Signa	ture:	Emple	nel 5	renate	ine		Date	e: <u>(</u>	18/	<u>9/</u>						•				
Approval:	Sul to be filed i	DUVISOL	Ston	ratine		nt and	Date	e: 6	18/0	1		ion of Financ	••			Shift 1 (No. of Hrs) Shift 2 (No. of Hrs) Shift 3 (No. of Hrs)				

STATE OF UTAH BI-WEEKLY TIME SHEET

This time sheet is to be filed in each department. This is a data entry document and is NOT to be submitted to the Division of Finance.

Name:				Į	Emp#						Current Pay Period End Date							
Agency/Org/ D	ist Number:	-				· ·		-	Dept/C	org Nan	ne:							
Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other Code		Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field		
Sat							 	T										
Sun] E	xample	e of employee		
Mon	9.0											9.0				nore hours than	oyee rs than g the g" the eek to mp or	
Tue	8.0											8.0		1	_	ed during the		
Wed	8.0											8.0		1		d "flexing" the		
Thu	8.5											8.5		time within the week to				
Fri	6.5											6.5			cruing comp or	_		
/eek 1 Total 40.0											40.0		excess time					
	1					т т		11		TT		Τ		1	exc	cos unic	No.	
Sat					: :							ļ		<u> </u>			4	
Sun														-			4	
Mon	8.5											8.5					_	
Tue	8.5											8.5					4	
Ved	9.0											9.0						
Thu	8.0											8.0						
-d	4.0											6.0						
Veek 2 Total	40.0											40.0					_	
ay Period Total	80.0									1		80.0						
Hours worked are By signing	g this time sheet, I							<u>.</u>	porting re	quiremer	nts.	W		7		For Department Use Only		
mployee Signa		Emplo		ranate			Date		0/8	101								
pproval:	Sa	ullingo	~ Sn	anative	5	ent and	Date	e:	18/	01	e Divis	sion of Financ	:e.			Shift 1 (No. of Hrs) Shift 2 (No. of Hrs) Shift 3 (No. of Hrs)		

STATE OF UTAH BI-WEEKLY TIME SHEET

This time sheet is to be filed in each department. This is a data entry document and is NOT to be submitted to the Division of Finance.

Name:	e: Emp#											Current Pay Period End Date								
Agency/Org/ [Dist Number:	***					_	_	Dept/C	org Nar	ne:									
		•				•		- .												
Date	Hours Worked*	Annual A	Sick S	Comp C	Holiday H	Other Code		Code	Hrs	Code	Hrs	Daily Total	Shift Code	On-call to be paid	Approval Initials	Agency Optional Field				
Sat								T								_				
Sun			-												•	le of employee				
Mon	9.0											9.0] v	vorking	g more than 40				
Tue	9.0											9.0		1 1	hours in a week and					
Wed	9.0											9.0		"flexing" the time within						
Thu	9.0											9.0		th	the second week of the					
Fri	4/4*											4.0		pay period to avoid						
Week 1 Total	40.0										ace		comp or excess							
	т — т					,								Š.	_	o an example of				
Sat														_		yee working				
Sun					· ·									olt	•	•				
Mon	9.0											9.0		1		schedule (Eight				
Tue	9.0		· · · · · ·							·		9.0		L		ays, one 8-hour				
Wed	9.0											9.6		L	-	d one day off				
Thu	9.0											9.0		eve	ery oth	er Friday in this				
Fri	4.0*											4.0				case)				
Week 2 Total	40.0											40.0		1						
Pay Period Total	80.0											80.0								
Hours worked are									orting rec	quiremen	ts.	0 0 1			1					
By signing this time sheet, I verify that the above reported hours worked and leave used are accurate for this pay period. Employee Signature: Date: 6/8/0/ Date: 6/8/0/ This time sheet is to be filed in each department. This is a data entry document and is NOT to be submitted to the Division of Finance.													For Department Use Only Shift 1 (No. of Hrs) Shift 2 (No. of Hrs) Shift 3 (No. of Hrs)							